



## MISSION STATEMENT

The City Clerk's Office is committed to pursuing excellence through professionalism, transparency, and accountability. We are committed to providing quality public service and connecting the community with the legislative process. The Department strives to ensure that the City's legislative process remains open by providing a strong link between citizens and government. Through efficient use of City resources, the City Clerk's Office is able to ensure the preservation of Burbank's legislative history.

## ABOUT CITY CLERK

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services (YES) Fund Board and Public Financing Authority. The City Clerk's Office is organized into five divisions: City Clerk Services, Elections, Legal Advertising, Records Management, and Passport Services.

The City Clerk's Office is charged with the responsibility of archiving all official City records; preserving a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority and related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting municipal elections in accordance with all applicable city, state, and federal laws; acts as filing officer for required disclosures under the Political Reform Act for city elected officials, candidates, boards/commission/committee members, and designated employees, providing publication of public hearing notices and other legal notices; accepts claims and subpoenas received against the City and responding to requests for public records; and administering the Citywide Records Management Program, which includes records storage, retention, disposition, and scanning for archival purposes. The City Clerk's Office is also a Passport Acceptance Facility, handling all new and renewal services. In addition, the Office manages the appointment process of 23 boards, commissions, and committees.

## CHANGES FROM PRIOR YEAR

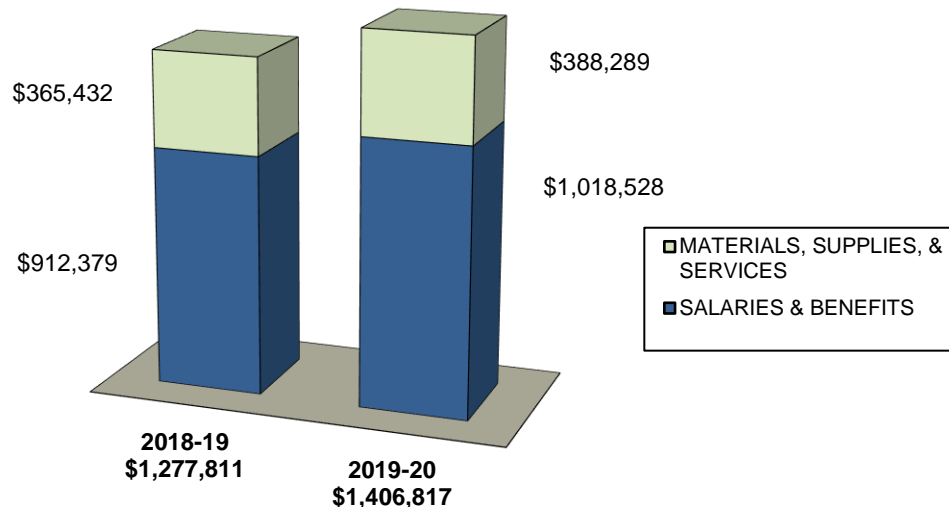
A Municipal Records Clerk position has assumed the additional responsibilities of acceptance and oversight of public records requests, the upkeep of the records centers throughout the City, and organization of historic records. As such, the position is being upgraded to an Administrative Analyst I. With the implementation and expansion of the Burbank Passport Acceptance Program, an Administrative Analyst I position is being upgraded to an Administrative Analyst II to assume the additional responsibilities of managing the program. An additional part-time Clerical Worker has been added to assist with the Enterprise Content Management System (ECMS) Project for record preservation.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	8.910	8.910	9.535	0.625
Salaries & Benefits	\$ 787,081	\$ 912,379	\$ 1,018,528	\$ 106,149
Materials, Supplies & Services	398,446	365,432	388,289	22,857
<b>TOTAL</b>	<b>\$ 1,185,527</b>	<b>\$ 1,277,811</b>	<b>\$ 1,406,817</b>	<b>\$ 129,006</b>



## DEPARTMENT SUMMARY



## 2018-19 WORK PROGRAM HIGHLIGHTS

- Successfully completed a consolidated Special Election in June 2018 (Measures T, V, and Y).
- Successfully completed a consolidated General Municipal Election in November 2018 (Measure P).
- Successfully completed the inventory of boxes stored in the Records Center.
- Received a total of over 300 public records requests in the City Clerk's Office.
- Continued to meet the increasing demands of the popular Passport Acceptance Program.
- Automated posting of vacancies, application tracking and candidate appointment process for boards, commissions, and committees, providing greater transparency on the City website.
- Provided greater transparency by providing recently adopted Ordinances and Resolutions on the City website.
- Continued to successfully migrate imaged documents into the OnBase system, thereby allowing staff to retrieve records in a more efficient manner in response to Public Records Act requests.

## 2019-20 WORK PROGRAM GOALS

- Begin the update of the City's Document Imaging Program policies after the purchase of new records management software.
- Explore the feasibility of developing a paperless agenda process, reducing duplication, paper use, and energy and providing efficiencies.
- Continue the implementation of the Enterprise Content Management System (ECMS) Project.
- Continue providing excellent customer service to the public and departments requesting records.
- Provide greater transparency and accessibility to City records through the usage of technology.
- Continue the Voter Outreach Program to promote and increase voter registration in the Burbank community.
- Prepare necessary documents for upcoming November 3, 2020 Burbank General Municipal Election.

# Services Division

## 001.CC01A



The City Clerk Services Division prepares weekly meeting agendas, reports, videos, and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority, recording and indexing the actions of each, as well as finalizes Resolutions, Ordinances, agreements, recorded documents, grants, tract maps, and other official documents. Provides Notary Public Services for City documents. All official documents are public information, and this Division is committed to providing access to these records to the public, elected officials, and City Departments in a transparent and efficient manner. Direct access to records provides staff with the ability to serve the public while responding to requests. This Division is responsible for distributing, publishing, and posting public notices and meeting agendas as required by law. This Division also oversees the codification of the Burbank Charter and Municipal Code and implements the requirements of the Fair Political Practices Commission (FPPC).

### OBJECTIVES

- Maintain all official records.
- Publish and post notices of legislative meetings in compliance with the provisions of the Ralph M. Brown Act.
- Prepare and distribute meeting agendas and minutes to elected officials, City staff, and subscribers on the City website, in addition to providing hardcopies at public facilities.
- Codify the Burbank Municipal Code, providing access to revisions and following the City Council's adoption of an Ordinance via "Code Alert" notifications.
- Provide the public, City departments, and elected officials with general public information and conduct specific record(s) research.
- Accept and monitor Statements of Economic Interests as required by the Fair Political Practices Commission (FPPC) and the City's Conflict of Interest Code.
- Oversee the recruitment process and management of services for approximately 23 Boards, Commissions, and Committees, consisting of approximately 130 Board/Commission/Committee members.
- Provide greater transparency for public access to City Board, Commission, and Committee meeting agendas, minutes, and reports available on the City website.

### CHANGES FROM PRIOR YEAR

Funds have been added to the Memberships & Dues and Travel accounts to cover the increased cost of the International Institute of Municipal Clerks and other travel expenses associated with employee certification.

# Services Division

## 001.CC01A



	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>3,046</b>	<b>3,046</b>	<b>2,646</b>	<b>(0,400)</b>
60001.0000 Salaries & Wages	\$ 220,521	\$ 256,076	\$ 245,467	\$ (10,609)
60006.0000 Overtime - Non-Safety	173	3,501	3,501	
60012.0000 Fringe Benefits	39,712	53,530	48,696	(4,834)
60012.1008 Fringe Benefits:Retiree Benefits	1,905	1,973	2,365	392
60012.1509 Fringe Benefits:Employer Paid PERS	18,453	22,480	23,504	1,024
60012.1528 Fringe Benefits:Workers Comp	3,953	5,184	4,781	(403)
60012.1531 Fringe Benefits:PERS UAL	35,234	41,583	45,717	4,134
60015.0000 Wellness Program Reimbursement	561	-	-	
60022.0000 Car Allowance	825	1,500	1,500	
60027.0000 Payroll Taxes Non-Safety	3,116	3,713	3,559	(154)
60031.0000 Payroll Adjustments	304	-	-	
<b>Salaries &amp; Benefits</b>	<b>324,758</b>	<b>389,540</b>	<b>379,090</b>	<b>(10,450)</b>
62170.0000 Private Contractual Services	\$ 9,841	\$ 21,700	\$ 21,700	
62220.0000 Insurance	11,303	9,444	8,385	(1,059)
62300.0000 Special Dept Supplies	-	1,400	1,400	
62310.0000 Office Supplies, Postage & Printing	2,727	3,400	3,400	
62440.0000 Office Equip Maint & Repair	150	150	150	
62455.0000 Equipment Rental	3,601	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	-	-	750	750
62485.0000 Fund 535 Communications Rental Rate	6,537	9,888	10,105	217
62496.0000 Fund 537 Computer System Rental	23,856	66,774	80,362	13,588
62700.0000 Memberships & Dues	1,150	1,200	1,400	200
62710.0000 Travel	3,379	1,515	3,015	1,500
62755.0000 Training	7,244	10,000	10,000	
62895.0000 Miscellaneous Expenses	565	600	600	
<b>Materials, Supplies &amp; Services</b>	<b>70,354</b>	<b>130,071</b>	<b>145,267</b>	<b>15,196</b>
<b>Total Expenses</b>	<b>\$ 395,112</b>	<b>\$ 519,611</b>	<b>\$ 524,357</b>	<b>\$ 4,746</b>

# Elections Division

## 001.CC01B



The Elections Division is responsible for overseeing the consolidation of municipal elections with the County of Los Angeles in accordance with all applicable city, state, and federal laws. Other responsibilities include processing initiatives, referendums, and recall petitions, participating in voter outreach and educational programs in local schools, and providing election-related information to Burbank voters during election season. This Division is also responsible for coordinating voter registration services with the County of Los Angeles, monitoring State legislation to maintain appropriate procedures, and ensuring that Title 2 Chapter 3 (Elections) of the Burbank Municipal Code and Election Sections 800-815 of the Charter, are updated as necessary, and properly codified.

### OBJECTIVES

- Accept and monitor campaign statement filings to comply with Fair Political Practices Commission (FPPC) regulations.
- Maintain an up-to-date Elections Code.
- Increase voter registration, by participating in community engagement and encourage pre-voter registration for those eligible to vote after age 16.
- Continue voter outreach efforts through dissemination of election-related information via the City website, Mayor announcements at City Council Meetings, and posts on social media platforms such as Twitter, and Facebook, and involvement in educating students at Burbank Unified District Schools, and distribution of flyers throughout the community.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>1.682</b>	<b>1.682</b>	<b>1.200</b>	<b>(0.482)</b>
60001.0000 Salaries & Wages	107,548	121,451	110,486	(10,965)
60006.0000 Overtime - Non-Safety	67	2,238	2,238	
60012.0000 Fringe Benefits	18,578	23,791	22,700	(1,091)
60012.1008 Fringe Benefits:Retiree Benefits	1,112	1,090	1,306	216
60012.1509 Fringe Benefits:Employer Paid PERS	8,557	9,900	10,704	804
60012.1528 Fringe Benefits:Workers Comp	2,587	3,312	2,691	(621)
60012.1531 Fringe Benefits:PERS UAL	14,662	18,403	21,159	2,756
60015.0000 Wellness Program Reimbursement	273			
60022.0000 Car Allowance	375			
60027.0000 Payroll Taxes Non-Safety	1,524	1,761	1,602	(159)
60031.0000 Payroll Adjustments	152			
<b>Salaries &amp; Benefits</b>	<b>155,435</b>	<b>181,946</b>	<b>172,886</b>	<b>(9,060)</b>
62170.0000 Private Contractual Services	\$ 256,776	\$ 124,481	\$ 124,481	
62310.0000 Office Supplies, Postage & Printing	67	300	300	
62420.0000 Books & Periodicals		250	250	
62470.0000 Fund 533 Office Equip Rental Rate	863	863	863	
62496.0000 Fund 537 Computer System Rental		3,411	3,415	4
62530.0000 Legal Advertismt & Printing Ordinances	19,021	40,000	40,000	
<b>Materials, Supplies &amp; Services</b>	<b>276,727</b>	<b>169,305</b>	<b>169,309</b>	<b>4</b>
<b>Total Expenses</b>	<b>\$ 432,161</b>	<b>\$ 351,251</b>	<b>\$ 342,195</b>	<b>\$ (9,056)</b>

# Legal Advertising Division

## 001.CC01C



The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council and advertises other public legal notices as required by law.

### OBJECTIVES

- Prepare, publish, post and mail notices for all Public Hearings before the City Council, Successor Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

### BUDGET HIGHLIGHTS

The Legal Advertising Division covers the cost of City advertisements as required for Public Hearings, as well as the publication of adopted ordinances and other public legal notices.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>0.300</b>	<b>0.300</b>	<b>0.250</b>	<b>(0.050)</b>
60001.0000 Salaries & Wages	\$ 26,012	\$ 25,189	\$ 23,040	\$ (2,149)
60006.0000 Overtime - Non-Safety	25			
60012.0000 Fringe Benefits	5,288	5,442	4,737	(705)
60012.1008 Fringe Benefits:Retiree Benefits	233	194	233	39
60012.1509 Fringe Benefits:Employer Paid PERS	2,205	2,232	2,232	
60012.1528 Fringe Benefits:Workers Comp	341	445	338	(107)
60012.1531 Fringe Benefits:PERS UAL	3,744	4,166	5,427	1,261
60015.0000 Wellness Program Reimbursement	50			
60022.0000 Car Allowance	75			
60027.0000 Payroll Taxes Non-Safety	366	365	334	(31)
60031.0000 Payroll Adjustments	25			
<b>Salaries &amp; Benefits</b>	<b>38,362</b>	<b>38,033</b>	<b>36,341</b>	<b>(1,692)</b>
62530.0000 Legal Advertismt & Printing Ordinances	\$ 29,983	\$ 30,000	\$ 30,000	
62496.0000 Fund 537 Computer System Rental		926	741	(185)
<b>Materials, Supplies &amp; Services</b>	<b>29,983</b>	<b>30,926</b>	<b>30,741</b>	<b>(185)</b>
<b>Total Expenses</b>	<b>\$ 68,345</b>	<b>\$ 68,959</b>	<b>\$ 67,082</b>	<b>\$ (1,877)</b>

# Records Management Division

## 001.CC01D



The Records Management Division administers the Citywide Records Management Program (Program) for all City departments and maintains a collection of historical records. The Program was established in 1972 to provide an organized structure/solution for oversight of utilization, maintenance, retention, preservation, destruction, and disposition of City records. This objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, identified, and retrieved; providing for the annual transfer of inactive records for storage into the Records Center; scanning and indexing to preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical, or research purposes. The Division also provides timely responses to public records requests in accordance with the California Public Records Act.

### OBJECTIVES

- Administer and maintain the Citywide Records Management Program.
- Continue to train departmental Records Coordinators on best practices to ensure adherence to the California Public Records Act.
- Oversee the implementation of an Enterprise Content Management System (ECMS) to benefit the entire City in the area of records/information management.
- Centralize and continue the preservation of historical documents.
- Implement safety practices and records storage guidelines for all departments.
- Complete safety assessment reports for the Records Centers.
- Implement procedures and guidelines for the Records Centers and staff.
- Maintain an updated citywide records retention schedule in compliance with current statutes.
- Continue annual review of departmental requests for destruction.
- Consistent with the current Citywide Records Management Program and Policies, continue to retrieve records for retention, destruction, and scanning into a database for public portal access at a future date.
- Continue to provide training and support to a staff liaison of the Records Committee to assist with the Citywide Records Management Program.

### CHANGES FROM PRIOR YEAR

A part-time Clerical Worker has been added to assist with the first phase of the ECMS Project. The City Clerk's Office is working to implement the ECMS Project with the assistance of the IT Department. The ECMS Project will preserve historical records and make them accessible to other City staff and to the public via a public portal. With the recent hiring of the Records Manager position, Travel and Training funds have been increased in anticipation of conference and certification training with the new hire. Additional funds have also been requested in the Special Departmental Supplies and Private Contractual Services accounts for the increase in cost of records destruction services and storage boxes.

# Records Management Division

## 001.CC01D



	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>1.900</b>	<b>1.900</b>	<b>3.016</b>	<b>1.116</b>
60001.0000 Salaries & Wages	\$ 123,629	\$ 129,398	\$ 186,204	\$ 56,806
60006.0000 Overtime - Non-Safety	21			
60012.0000 Fringe Benefits	19,525	32,825	44,383	11,558
60012.1008 Fringe Benefits:Retiree Benefits	1,708	1,231	1,475	244
60012.1509 Fringe Benefits:Employer Paid PERS	8,743	11,469	17,486	6,017
60012.1528 Fringe Benefits:Workers Comp	8,829	10,452	12,128	1,676
60012.1531 Fringe Benefits:PERS UAL	18,708	21,760	21,743	(17)
60015.0000 Wellness Program Reimbursement	330			
60022.0000 Car Allowance	225			
60027.0000 Payroll Taxes Non-Safety	1,738	1,876	2,700	824
60031.0000 Payroll Adjustments	43			
<b>Salaries &amp; Benefits</b>	<b>183,499</b>	<b>209,011</b>	<b>286,119</b>	<b>77,108</b>
62085.0000 Other Professional Services	\$ 2,095	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	947	900	1,500	600
62300.0000 Special Dept Supplies	297	300	1,000	700
62310.0000 Office Supplies, Postage & Printing	602	600	600	
62420.0000 Books & Periodicals	168	168	168	
62440.0000 Office Equip Maint & Repair	102	1,355	1,355	
62470.0000 Fund 533 Office Equip Rental Rate	1,916	258		(258)
62496.0000 Fund 537 Computer System Rental	10,469	16,675	19,547	2,872
62700.0000 Memberships & Dues	230	805	805	
62710.0000 Travel	661	1,000	1,500	500
62755.0000 Training	121	3,150	4,000	850
62895.0000 Miscellaneous Expenses	200	200	200	
<b>Materials, Supplies &amp; Services</b>	<b>17,808</b>	<b>27,506</b>	<b>32,770</b>	<b>5,264</b>
<b>Total Expenses</b>	<b>\$ 201,307</b>	<b>\$ 236,517</b>	<b>\$ 318,889</b>	<b>\$ 82,372</b>



# Passport Services Division

## 001.CC01E



October 2018 marked the third year for the City Clerk's Office Passport Acceptance Program. This Program has been a huge success and this facility benefits the residents of Burbank and surrounding cities by providing them with a location to process passports. The Office is a full-service facility providing applications, photos, and appointments Monday through Friday, during regular business hours.

### OBJECTIVES

- To provide the residents of Burbank and surrounding cities easy access to a convenient passport acceptance facility.
- Process passport applications with integrity, friendly customer service, and efficiency.
- Generate revenue to the General Fund.
- Continue to offer additional passport appointments to meet the increasing demand by double-booking appointments.
- Provide convenient access to an online self-service passport appointment system.

### CHANGES FROM PRIOR YEAR

With the success of Passport Services, \$2,000 have been added to the Office Supplies account to cover the increased cost of printing and new equipment. This request is entirely offset by increased Passport Services revenues.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>1.983</b>	<b>1.983</b>	<b>2.424</b>	<b>0.441</b>
60001.0000 Salaries & Wages	\$ 67,867	\$ 71,078	\$ 110,322	\$ 39,244
60006.0000 Overtime - Non-Safety	50	-	-	
60012.0000 Fringe Benefits	9,204	9,473	14,887	5,414
60012.1008 Fringe Benefits:Retiree Benefits	1,739	1,285	1,539	254
60012.1509 Fringe Benefits:Employer Paid PERS	2,787	3,057	5,987	2,930
60012.1528 Fringe Benefits:Workers Comp	1,714	2,474	2,884	410
60012.1531 Fringe Benefits:PERS UAL	494	5,451	6,873	1,422
60015.0000 Wellness Program Reimbursement	11	-	-	
60027.0000 Payroll Taxes Non-Safety	982	1,031	1,600	569
60031.0000 Payroll Adjustments	179	-	-	
<b>Salaries &amp; Benefits</b>	<b>85,027</b>	<b>93,849</b>	<b>144,092</b>	<b>50,243</b>
62300.0000 Special Dept Supplies	\$ 2,072	\$ 3,000	\$ 3,000	
62310.0000 Office Supplies, Postage & Printing	1,003	1,000	3,000	2,000
62496.0000 Fund 537 Computer System Rental	-	3,124	3,702	578
62895.0000 Miscellaneous Expenses	500	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>3,575</b>	<b>7,624</b>	<b>10,202</b>	<b>2,578</b>
<b>Total Expenses</b>	<b>\$ 88,602</b>	<b>\$ 101,473</b>	<b>\$ 154,294</b>	<b>\$ 52,821</b>

# CITY CLERK

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
ADM ANALYST II (M)	0.000	0.000	1.000	1.000
AST CTY CLK	1.000	1.000	1.000	
CLERICAL WKR	1.000	1.000	1.625	0.625
CTY CLK	1.000	1.000	1.000	
MUNICIPAL RCRDS CLK	2.000	2.000	1.000	-1.000
RCRDS MGR (Z)	1.000	1.000	1.000	
WK TRAINEE I	1.910	1.910	1.910	
<b>TOTAL STAFF YEARS</b>	<b>8.910</b>	<b>8.910</b>	<b>9.535</b>	<b>0.625</b>